

AGREEMENT BETWEEN
UNIFORMED COMMAND ASSOCIATION
DEPARTMENT OF ADULT AND JUVENILE DETENTION
AND
KING COUNTY

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**AGREEMENT BETWEEN
UNIFORMED COMMAND ASSOCIATION
ADULT AND JUVENILE DETENTION
AND
KING COUNTY**

ARTICLE 1: POLICY AND PURPOSE

Section 1. Policy: These articles constitute an Agreement, terms of which have been negotiated in good faith between King County and its Department of Adult and Juvenile Detention, hereinafter referred to as the Employer, and Adult and Juvenile Detention Uniformed Command Association, hereinafter referred to as Association. This agreement shall be subject to approval by ordinance of the County Council of King County, Washington.

Section 2. Purpose: The intent and purpose of this Agreement is to set forth the wages, hours, and other working conditions of such employees in appropriate bargaining units, provided the County has authority to act on such matters, and further provided that the matter has not been delegated to any civil service commission or personnel board similar in scope, structure, and authority as defined in RCW 41.56.

1 **ARTICLE 2: ASSOCIATION RECOGNITION AND MEMBERSHIP**

2 **Section 1. Exclusive Recognition:** The King County Council recognizes the signatory
3 organization as representing Correction Captains in the Department of Adult and Juvenile Detention.

4 **Section 2. Employment Lists:** The County will transmit to the Association a current listing
5 of all employees in the bargaining unit within thirty (30) days of request for same but not to exceed
6 twice per calendar year. Such list shall include the name of the employee, classification, department,
7 and salary.

ARTICLE 3: MANAGEMENT RIGHTS

It is recognized that the Employer retains the right to manage the affairs of the County and to direct the work force. Such functions of the employer include, but are not limited to the following:

Determine the mission, budget, organization, number of employees, and internal security practices of the Department of Adult and Juvenile Detention; recruit, examine, promote, train employees of its choosing and determine the time and methods of such action; discipline, suspend, demote, or dismiss employees for just cause; assign and direct the work force; develop and modify class specifications; determine the method, materials, and tools to accomplish the work; designate duty stations; and assign employees to those duty stations; establish reasonable work rules; assign hours of work and take whatever actions may be necessary to carry out the Department's mission in the case of emergency. In prescribing policies and procedures relating to personnel and practices, and to the conditions of employment, the Employer will comply with state law to negotiate or meet and confer, as appropriate.

The County may implement a performance evaluation program during the term of the collective bargaining agreement, after meeting and conferring with the Association in advance.

All of the functions, rights, powers, and authority of the Employer not specifically abridged, deleted, or modified by this Agreement are recognized by the Association as being retained by the Employer.

1 **ARTICLE 4: ASSOCIATION REPRESENTATION**

2 **Section 1. Negotiation/Business Leave Bank:** Employees who are elected to serve on the
3 Association negotiating committee shall be allowed time off from duty to attend negotiating meetings
4 with the County provided, however, that the total cumulative time expended during negotiations does
5 not exceed two (2) staff hours at County expense for every one (1) hour of negotiations, and provided
6 further, that prior approval is granted by the Department Director.

7 **Section 2. Association Representatives:** The Department shall afford Association
8 representatives a reasonable amount of time while on-duty status to consult with appropriate
9 management officials and/or aggrieved employees, provided that the Association representatives
10 and/or aggrieved employees contact their immediate supervisors, indicate the general nature of the
11 business to be conducted, and request necessary time without undue interference with assignment
12 duties.

13 The Department shall have the option of requiring time spent on such activities to be recorded
14 by the Association representatives on a time sheet provided by the supervisor. Association
15 representative shall guard against use of excessive time in handling such responsibilities.
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ARTICLE 5: HOLIDAYS

Section 1. Observed Holidays: The parties shall continue to observe the following paid holidays:

Holiday	
New Year's Day	(January 1)
Martin Luther King, Jr.'s Day	(day of observance)
President's Day	(day of observance)
Memorial Day	(day of observance)
Independence Day	(day of observance)
Labor Day	(day of observance)
Veteran's Day	(day of observance)
Thanksgiving Day	(day of observance)
Friday following Thanksgiving	
Christmas Day	(December 25)

Holidays shall be observed in accordance with RCW 1.16.050, as amended.

Section 2. Holiday Pay: All employees shall take holidays on the day of observance unless their work schedule requires otherwise for continuity of services, in which event, pay for such work will be done at one and one-half times the regular rate and the employee shall be eligible for either an additional 8 hours of pay at the straight-time regular rate or 8 hours of leave to be added to their accrued vacation, at the employee's option. Employees will have two weeks from the date of the holiday to indicate their preference for pay or leave accrual. In the event the employee does not indicate a preference, the time shall be credited as 8 hours of leave added to their accrued vacation. All leave accrued under this section will be administered through the vacation plan (including

1 maximum accruals provided in Article 6, Section 1.2).

2 In the event the holiday is not scheduled and taken within one hundred-twenty (120) calendar
3 days of the date of the holiday, the employee shall be paid for the holiday at the straight time rate.

4 No holiday(s) shall be carried over into the succeeding calendar year, except those holidays, which
5 occur after the first of October.

6 **Section 3. Floating Holidays:** Each employee shall receive two (2) additional personal
7 holidays, at eight (8) hours per day, to be administered through the vacation plan (including
8 maximum accruals provided in Article 6, Section 1.2). One day shall be added to accrued vacation
9 on the first of October and the first of November of each year. These days can be used in the same
10 manner as any vacation day earned.

ARTICLE 6: VACATION

Section 1. Accrual Rates: Regular, full-time employees working 40 hours per week, shall receive vacation benefits as indicated in the following table:

Full Years of Service	Annual Leave in Days
Upon hire through end of Year 5	12
Upon beginning Year 6	15
Upon beginning Year 9	16
Upon beginning Year 11	20
Upon beginning Year 17	21
Upon beginning Year 18	22
Upon beginning Year 19	23
Upon beginning Year 20	24
Upon beginning Year 21	25
Upon beginning Year 22	26
Upon beginning Year 23	27
Upon beginning Year 24	28
Upon beginning Year 25	29
Upon beginning Year 26 and beyond	30

Section 1.1. Part-time employees shall accrue vacation leave in accordance with the vacation leave schedule above, provided, however, such accrual rates shall be prorated to reflect their normally scheduled work week;

Section 1.2. Full-time regular employees may accrue up to 480 hours vacation leave. Part-time regular employees may accrue vacation up to sixty (60) days prorated to reflect their normally scheduled workweek. Employees shall use vacation leave beyond the maximum accrual amount

1 prior to December 31 of each year. Failure to use vacation leave beyond the maximum accrual
2 amount will result in forfeiture of the vacation leave beyond the maximum amount unless the
3 Director of the Department of Adult and Juvenile Detention has approved a carryover of such
4 vacation leave because of cyclical workloads, work assignments or other reasons as may be in the
5 best interests of the Employer.

6 **Section 2. Eligibility for Accrued Vacation:** An employee shall not be granted vacation
7 benefits if not previously accrued. Employees eligible for vacation leave shall accrue vacation from
8 their date of hire. Employees shall not be eligible to take or be paid for vacation leave until they
9 have successfully completed their first six months of county service, unless it is a qualifying leave
10 under the Washington State Family Care Act. If an employee leaves county employment prior to
11 successfully completing their first six months of county service, the employee shall forfeit and not be
12 paid for any unused, accrued vacation leave.

13 **Section 3. County Employment While on Vacation:** No person shall be permitted to work
14 for compensation for the County in any capacity during the time when vacation benefits are being
15 drawn.

16 **Section 4. Incremental Usage:** Vacation may be used in one half hour increments at the
17 discretion of the department director or his appointed designee.

18 **Section 5. Upon Termination:** Upon termination for any reason, the employee will be paid
19 for unused vacation credit.

20 **Section 6. Upon Death:** In cases of separation by death, payment of unused vacation
21 benefits shall be made to the employee's estate, or in applicable cases, as provided by RCW 49.48,
22 Title II.

23 **Section 7. Vacation Leave Donations:** Employees shall be allowed to transfer vacation
24 leave in accordance with the provisions set forth in King County Code.

25 **Section 8. Maximum Accrual and PERS 1:** PERS 1 employees who retire will be paid up
26 to a maximum of 480 hours of accrued vacation. Accrued amounts in excess of 480 hours must be
27 used prior to the date of retirement or be lost.

1 **ARTICLE 7: SICK LEAVE**

2 **Section 1. Accrual Rate:** Every employee in a regular full-time or regular part-time position
3 shall accrue sick leave benefits at an hourly rate of .04616 hours for each hour in pay status exclusive
4 of overtime up to a maximum of eight hours per month; except that sick leave shall not begin to
5 accrue until the first of the month following the month in which the employee commenced
6 employment. The employee is not entitled to sick leave if not previously earned.

7 **Section 2. Eligible Absences:** Sick leave shall be paid on account of employee absences
8 from the workplace due to:

9 A. Employee illness;

10 B. Noncompensable injury of an employee (e.g. those injuries generally not eligible
11 for worker's compensation payments);

12 C. Employee exposure to contagious diseases and resulting quarantine;

13 D. Employee disability due to pregnancy or childbirth;

14 E. Employee keeping medical, dental, or optical appointments.

15 F. Other reasons as required by law, including qualifying family medical leave.

16 **Section 3. Vacation Sick Leave:** After six months of full-time service, a regular employee
17 may, at management's discretion, be permitted to use up to one-half of his/her accrued vacation (5
18 days at eight (8) hours per day) as an essential extension of used sick leave. If an employee does not
19 work a full twelve (12) months, any vacation credit used for sick leave must be reimbursed to the
20 County upon termination. Regardless of the provisions of this section, an employee may use accrued
21 vacation, sick or other types of accrued leave for a qualifying leave under the Washington Family
22 Care Act.

23 **Section 4. Incremental Usage:** Sick leave may be used in one-half (1/2) hour increments at
24 the discretion of management.

25 **Section 5. Maximum Accrual:** There shall be no limit to the hours of sick leave accrued by
26 an employee.

27 **Section 6. Upon Separation:** Separation from King County employment, except by
28 retirement or reason of temporary lay-off due to lack of work or funds, shall cancel all sick leave

1 currently accrued to the employee. Should the employee resign in good standing and return to the
2 County within two (2) years, accrued sick leave shall be restored.

3 **Section 7. Cash Out:** King County will reimburse those employees who have at least five
4 (5) years service and retire as a result of length of service or who terminate by death, thirty-five
5 percent (35%) of their unused, accumulated sick leave. All payments shall be made in cash, based on
6 the employee's base rate.

7 **Section 8. Worker's Compensation:** Employees injured on the job cannot simultaneously
8 collect sick leave and worker's compensation payments greater than the net regular pay of the
9 employee.

10 **Section 9. Family Leave and Bereavement Leave:** shall be administered in accordance with
11 the provisions of King County Code provisions applicable to such leave as amended, at the time the
12 employee requests to use such leave or as set by federal or state law.

13 **Section 10. Special Sick Leave:** Effective the date of this contract, Corrections Captains
14 shall be provided with twenty (20) days special sick leave at eight (8) hours per day which shall only
15 be utilized to supplement the employee's industrial insurance benefit should the employee be injured
16 on the job. The special sick leave shall not be used until three (3) days of regular sick leave have
17 been used for each incident of on-the-job injury. In the event that there is no regular sick leave, the
18 special sick leave shall be immediately available for an on-the-job injury. Special sick leave is non-
19 cumulative, but is renewable annually.

20 **11. Sick Leave Incentive:** In January of each calendar year, employee sick leave usage will
21 be reviewed. Regular, full-time employees who have used sixteen (16) hours or less of sick leave in
22 the preceding calendar year shall be rewarded by having sixteen (16) additional hours credited to
23 their vacation account. Employees who have used more than sixteen (16) hours but less than thirty-
24 two (32) hours of sick leave hours shall have eight (8) hours credited to their vacation account. The
25 additional vacation credits specified herein shall not affect accrued sick leave amounts.

26 **Section 12. Attendance Policy:** The parties agree to reopen negotiations at any time during
27 the term of this collective bargaining agreement for the purpose of negotiating any portions of a new
28 attendance policy that constitute mandatory subjects of bargaining.

1 **ARTICLE 8: WAGE RATES**

2 **Section 1. 2006 Wage Rates:** Effective January 1, 2006, the base wage rates of employees
3 shall be increased to the 2006 King County hourly squared table, Range 68. Step placement shall be
4 step-to-step, applied after any step increase to which an employee may be entitled as of January 1,
5 2006.

6 **Section 2. 2007 Wage Rates:** Effective January 1, 2007, the base wage rates of employees
7 shall be increased by 90% of the CPI-W All Cities Index (September 2005-September 2006) with a
8 maximum increase of six (6) percent but no less than two (2) percent.

9 **Section 3. 2008 Wage Rates:** Effective January 1, 2008, the base wage rates of employees
10 shall be increased by 90% of the CPI-W All Cities Index (September 2006-September 2007) with a
11 maximum increase of six (6) percent but no less than two (2) percent.

12 **Section 4. Working in Higher Classification:** Whenever an employee is assigned, in
13 writing, by the Department Director or designee, to perform duties of a higher classification, that
14 employee shall be paid at the first step of the higher class or the next higher amount as would
15 constitute a minimum of five (5%) percent over the salary received prior to the assignment, for all
16 time spent while so assigned. Such payments shall commence with the first day of assignment.

17 **Section 5.** All newly-promoted Captains' initial salary-step placement will be at Step 5 of
18 Range 68, King County hourly squared table.

1 **ARTICLE 9: OVERTIME AND CALLBACK**

2 **Section 1. Overtime Payment Rate:** Employees will be paid at a rate of time and one half
3 their regular rate of pay for all hours worked in excess of their work day or work week. (e.g.,
4 employees assigned to a 5/2 schedule shall accrue overtime after the 8th hour worked in a day and
5 the 40th hour worked in a week; an employee assigned to a 4/10 schedule shall accrue overtime after
6 the 10th hour worked in a day or the 40th hour worked in a week; an employee assigned to a 3/12-
7 4/12 schedule shall accrue overtime in excess of their 12th hour worked or in excess of the 36th or
8 48th hour worked depending upon whether they are in their odd-week or even-week; an employee
9 assigned to the 16/8 schedule shall accrue overtime after 6 hours worked or 8 hours worked
10 respectfully.)

11 **Section 2. Overtime Cap/Limit:** Overtime worked by individual bargaining unit members
12 will be restricted to 37 hours per pay period. Provided: Should an Association member find
13 themselves working a shift in which half or more of that shift exceeds the 37th hour, the Association
14 member shall be allowed to complete that overtime period. Provided Further: Association
15 bargaining unit members will have the first right of refusal to work the overtime before the overtime
16 is offered to an employee of a lower classification. Provided Further: Management shall have the
17 right to staff the third shift, Regional Justice Center (RJC) Captain's position, on Saturday and
18 Sunday, with an Acting Captain from the Sergeant's classification for the duration of the period of
19 the RJC-Intake/Transfer/Release shutdown.

20 **Section 3. Compensatory Time:** Employer agrees to continue its current practice regarding
21 compensatory time for Association's bargaining unit members. Provided: only a maximum of eighty
22 (80) hours may be accrued, at any given time, by individual bargaining unit members. Provided
23 further: no employee may earn more than eighty hours of compensatory time in any calendar year.

24 **Section 4. FLSA 7K Exemption:** For purpose of FLSA compliance, employees shall receive
25 FLSA mandated overtime only after they have worked 171 hours in a 28 day work period, however,
26 employees shall continue to be eligible to earn contractual overtime consistent with the provision of
27 Section 1 of this Article.
28

1 **ARTICLE 10: HOURS OF WORK**

2 **Section 1. Hours of Work:** The normal working hours of Correction Captains shall be the
3 equivalent of forty (40) hours per week on an annualized basis.

4 **Section 2. Assignment of Work Schedules:** The establishment of reasonable work schedules
5 and starting times is vested solely within the purview of department management and may be
6 changed from time to time, provided a two (2) week notice of change is given, except in those
7 circumstances over which the Department cannot exercise control. Provided: the required two (2)
8 week notification period shall not commence until the employee has received verbal or written
9 notification of the proposed change. In the exercise of this prerogative, department management will
10 act reasonably and will establish schedules to meet the dictates of the work load, however, nothing
11 contained herein will permit split shifts, rotating or floating shifts.

12 **Section 3. Work Schedules:** The Employer agrees that all non-relief positions shall be
13 assigned to an eight (8) hour day, five (5) days a week work schedule. Should management desire to
14 alter the shift schedules for said eight (8) hour assignments, management must negotiate the change,
15 consistent with State law, with the Association.

ARTICLE 11: MEDICAL, DENTAL, AND LIFE INSURANCE PROGRAMS

King County presently participates in group medical, dental and life insurance programs. The County agrees to maintain the level of benefits in these plans during the term of this Agreement, provided that the Association and the County agree to incorporate changes to employee insurance benefits which the County may implement as a result of the agreement of the Joint Labor-Management Insurance Committee.

1 **ARTICLE 12: MISCELLANEOUS**

2 **Section 1. Mileage Reimbursement:** All employees who have been authorized by
3 management to use their own transportation on county business shall be reimbursed at the rate then
4 approved by ordinance by the King County Council.

5 **Section 2. Uniform/Damage to Personal Items:** Employer agrees to continue its current
6 practice by providing uniforms within its quartermaster system. Employees who suffer a loss or
7 damage to personal property and/or clothing (i.e. watch, eye glasses, ring, necklace) in the line of
8 duty will have same repaired or replaced at Department expense, not to exceed \$150.00.

9 **Section 3. Limited Duty:** Employees who are injured or temporarily disabled may be
10 allowed to work in a “limited duty” status, if possible, while recuperating from such injury, provided
11 said “limited duty” must be approved by the Facility Commander and, provided further, that all
12 provisions of County policy PER-22-6 (AEP), “Transitional Duty for Employees with Temporary
13 Medical Restrictions” shall apply.

14 **Section 4. Employee Files:** An employee may review any/all of the his or her own employee
15 files, except the “background” investigation file. Files shall be available for review upon request
16 during normal business hours.

17 **Section 5. Jury Duty:** An employee required by law to serve on jury duty shall continue to
18 receive salary and shall be relieved of regular duties for the period of time so assigned to jury duty.
19 The fees, exclusive of mileage, paid by the Court for jury duty shall be forwarded to the Comptroller.

20 When an employee is notified to serve on jury duty, he/she will inform his/her immediate
21 supervisor as soon as possible, but not later than two (2) weeks in advance regarding the dates of
22 absence from regular duties. The supervisor will ensure that the employee is relieved from regular
23 duties a minimum of sixteen (16) hours prior to the time of reporting for jury duty.

24 When the employee is dismissed from jury duty, the employee is required to contact his/her
25 supervisor immediately. The supervisor will instruct the employee when to report to work, provided:
26 there must be a minimum of sixteen (16) hours between the time the employee is dismissed from jury
27 duty and the time he/she must report for regular duties.

28 **Section 6. Bulletin Board:** The Employer agrees to permit the Association to post on a

1 County bulletin board, the announcement of meetings, election of officers, and any other Association
2 material which is not prohibited by State law or County ordinance.

3 **Section 7. Biweekly Pay:** The right to define and implement a new payroll system, inclusive
4 but not limited to a biweekly payroll system, is vested exclusively in the County. Implementation of
5 such system may include a conversion of wages and leave benefits into hourly amounts and the
6 parties recognize the County's exclusive right to make the changes necessary to implement such
7 payroll system.

8 **Section 8. Family and Medical Leave:** Family and medical leave shall be granted as
9 provided by the federal Family Medical Leave Act, the King County Family Medical Leave
10 ordinance and any Washington state or other laws that provide for family medical leave. These laws
11 and ordinances shall control in the event of a conflict with this section. The right to define and
12 implement policy related to the family and medical leave provided under any of the laws cited above
13 is vested exclusively with the County. Policy development and implementation may include, but is
14 not limited to, the use of leave benefits while on legally-required qualified leave, eligibility
15 requirements, medical certifications, and time used to determine eligibility for legally-required family
16 and medical leave.

17 **Section 9. Annual Uniform Maintenance Reimbursement:** Each employee may submit
18 receipts indicating uniform maintenance for the purpose of receiving reimbursement for expenses
19 incurred. The maximum amount that may be reimbursed shall be two hundred dollars (\$200) per
20 employee per year.

21 **Section 10. Employer Provided Vehicles:** The County shall provide a vehicle of its
22 choosing to the Captains in charge of the Internal Investigation Unit and the Court Detail Unit.
23 Parking for said vehicles shall be at County Expense. Commute time while using said vehicles shall
24 be noncompensable.

25 **Section 11. Translation Premium:** Employees selected by management to perform language
26 translation activities shall receive five hundred dollars (\$500.00) per each year in which they are
27 requested to perform translation activities. The process for selection shall be discussed in the Labor
28 Management Committee.

1 **Section 12. Uniforms:** The employer shall continue the practice of issuing, on or about
2 April of each year, a voucher, equivalent in value to purchase two (2) shirts, two (2) pants and a pair
3 of shoes in whatever is presently designated as the duty uniform. The employer shall also continue
4 the practice of issuing a clothing allowance to the Internal Investigations Unit Captain, in lieu of a
5 uniform voucher. The clothing allowance is equivalent to the amount provided to Sergeants assigned
6 to the Internal Investigations Unit as of the date of execution of this Agreement.

7 **Section 13. Disability Accommodation in Employment:** The provisions of new County
8 policy PER-22-4-2 (AEP), “Disability Accommodation in Employment” shall apply to all bargaining
9 unit employees.

1 **ARTICLE 13. GRIEVANCE PROCEDURE**

2 **Section 1. Intent:** King County recognizes the importance and desirability of settling
3 grievances promptly and fairly in the interest of continued good employee relations and morale and
4 to this end the following procedure is outlined. To accomplish this, every effort will be made to
5 settle grievances at the lowest possible level of supervision.

6 **Section 2. Definition:** A grievance shall be defined as an express violation of a provision of
7 this Agreement.

8 **Section 3. Procedure:**

9 **Step 1 -** A grievance shall be presented in writing by the aggrieved employee, and
10 his/her Association representative, within 14 calendar days of the occurrence of such grievance, to
11 the Facility Commander. The Facility Commander shall gain all relevant facts and shall attempt to
12 investigate, discuss, adjust the matter and provide a written reply. The Facility Commander's written
13 decision shall be made available to the aggrieved employee within twenty (20) working days. If a
14 grievance is not pursued to the next level within five (5) working days, it shall be presumed resolved.

15 **Step 2 -** If, after thorough evaluation, the decision of the Facility Commander has not
16 resolved the grievance to the satisfaction of the employee, the grievance may be presented to the
17 Director. The Department Director will have twenty (20) working days to review the statement(s),
18 letters, memoranda and other written materials previously submitted. The Director may also
19 interview the employee and/or his/her Association representative and receive any additional related
20 evidence he/she may deem pertinent to the grievance to resolve the issue. If the grievance is not
21 pursued to the next higher level within five (5) working days, it shall be presumed resolved.

22 **Step 3 -** If the decision of the Director has not resolved the grievance, the grievance
23 may be presented to the Human Resources Division of the Department of Executive Services, which
24 shall render a decision on the grievance within twenty (20) working days.

25 **Step 4 - (Arbitration).** The Association may request arbitration within thirty (30) days
26 of conclusion of Step 3, and must specify the exact question which it wishes to arbitrate. The parties
27 shall then select a third disinterested party to serve as an arbitrator. In the event that the parties are
28 unable to agree upon an arbitrator, then the arbitrator shall be selected from a panel of nine (9)

1 arbitrators furnished by the Federal Mediation and Conciliation Service (FMCS). An arbitrator shall
2 be selected from a list by both the County representative and the Association, each alternately
3 striking a name from the list until one name remains. The arbitrator, shall be asked to render a
4 decision promptly and the decision of the arbitrator shall be final and binding on both parties.

5 The arbitrator shall have no power to change, alter, detract from or add to, the provisions of
6 this Agreement, but shall have the power only to apply and interpret the provisions of the Agreement
7 in reaching a decision.

8 The arbitrator's fee and expenses shall be borne equally by both parties. Each party shall bear
9 the cost of any witnesses appearing on the party's behalf. Each party shall bear the cost of
10 preparation and presentation of the matter and all costs associated with the hiring of attorneys in
11 presenting the parties case.

12 No matter may be arbitrated which the County by law has no authority to change or that has
13 been delegated to any civil service commission or personnel board as defined in Chapter 108,
14 Extraordinary Session, 1967, Laws of the State of Washington.

15 There shall be no strikes, cessation of work, or lockout during such conferences or arbitration.

16 Time restrictions may be waived by consent of both parties.

17 **Section 4. Multiple Procedures:** If employees have access to multiple County procedures
18 for adjudicating grievances, the selection by the employee of one procedure will preclude access to
19 other procedures; selection is to be made no later than at the conclusion of the Step 2 of this
20 grievance procedure.

21 **Section 5. Special Procedures:** In those instances where disciplinary action is based on
22 reasonable evidence of the commission of a crime, or the proposed discipline involves suspension or
23 termination of the employee, Step 3 of the Grievance Procedure will be initiated immediately, and the
24 Human Resources Division of the Department of Executive Services shall render a decision within
25 twenty (20) working days of the date the employee is accused of the violation or relieved of duty.
26 Employees who have been relieved of duty may request and shall have approved the utilization of
27 accrued vacation and/or holiday hours.

28 **Section 6. Procedure For Waiving:** Time restrictions and/or grievance steps may be waived

1 by written mutual consent of both parties, provided that new time limits be established by a written
2 document.

3 **Section 7. Just Cause Standard:** No employee may be discharged, suspended without pay
4 or disciplined in any way except for just cause. In addition, the County will employ the concept of
5 progressive discipline.

6 **Section 8. Probationary period:** All newly hired and promoted employees must serve a
7 probationary period as defined in King County Code 3.12.100. The probationary period is an
8 extension of the hiring process, therefore, the provisions of this Article will not apply to employees if
9 they are discharged during their initial probationary period or are demoted during the promotional
10 probationary period for not meeting the requirements of the classification.

11 Grievances brought by probationary employees involving issues other than discharge or
12 demotion may be processed in accordance with this Article.

13 **Section 9. Parties to the Agreement:** In as much as this is an Agreement between the
14 County and the Association, no individual may, without Association concurrence, make use of the
15 provisions of this Article.

1 **ARTICLE 14: FURLOUGH AND SHIFT ASSIGNMENTS**

2 **Section 1. Request for Shift Change:** Employees who desire to change their current shift
3 may request the same by submitting a written request to their immediate supervisor. Requests for
4 change at a time other than the annual rotation period shall be processed on a first-come, first serve
5 basis and will be contingent upon an available opening on the desired shift or furlough period.

6 **Section 2. Annual Rotation:** Employees who desire a change in shift assignment to be
7 effective at the annual rotation period and to cover the following year shall submit a request for
8 change at least two months prior to the date of the annual rotation.

9 All requests shall be considered, and a determination made on the basis of the operational
10 needs of the Department, the seniority of the employee and his/her classification and previous work
11 assignments.

12 **Section 3. Furlough Assignments:** Choice of furlough days will be made between the
13 employees assigned to a particular assignment or shift noting the employees with the most seniority
14 will have first choice.

15 **Section 4. Management Decisions:** Management decisions regarding requests for shift
16 change or furlough assignment shall not be subject to the grievance procedure beyond the
17 Department Director level and the Director's decision shall be final.

18 **Section 5. First Year Employees:** All first year employees shall be subject to mandatory
19 shift/assignment rotation.

20 **Section 6. Involuntary Transfers:** If an employee is transferred or reassigned involuntarily
21 and such transfer or reassignment provides significant hardship on the employee or his/her family
22 due to transportation problems, expense or other factors, the Department will give full consideration
23 to these factors and respond to viable alternatives proposed by the employee or Association.

24 **Section 7. Other Operational Assignments:** All operational assignments shall be made at
25 the discretion of management with seniority being but one factor. Advance notice of open or
26 available operational assignments shall be posted and all interested employees will be allowed to
27 apply. If no employee applies or is selected for a particular operational assignment management may
28 assign any employee to the assignment. Operational assignments are defined as any duty or project

outside a normal shift rotating assignments.

ARTICLE 15: FIREARMS

Section 1. Ammunition: Employer agrees to continue to provide practice ammunition to weapons-qualified Corrections Captain.

1 **ARTICLE 16: TRAINING AND EDUCATION REIMBURSEMENT**

2 **Section 1. General:** The parties acknowledge that the training and development of
3 employees is a matter of primary importance.

4 **Section 2. Training Opportunities:** Notice of special schools and general training
5 opportunities will be posted and all interested personnel will be allowed to apply for these
6 opportunities prior to any final selection. In addition, the department will continue its practice of
7 sending notices of specialized training opportunities to applicable personnel.

8 Employees shall be eligible to be paid their regular wages while attending approved and job-
9 related in-service, meetings, educational workshops and/or seminars plus travel expenses in
10 accordance with the County travel reimbursement policies.

ARTICLE 17: SAVINGS CLAUSE

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation the parties agree to meet to renegotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

1 **ARTICLE 18: WAIVER CLAUSE**

2 The parties acknowledge that each has had unlimited right within the law and the opportunity
3 to make demands and proposals with respect to any matter deemed a proper subject for collective
4 bargaining. The results of the exercise of that right and opportunity are set forth in this Agreement.
5 Therefore, the County and the Association, for the duration of this Agreement, each agree to waive
6 the right to oblige the other party to bargain with respect to any subject or matter not specifically
7 referred to or covered in this Agreement.

1 **ARTICLE 19: REDUCTION IN FORCE**

2 **Section 1. Order of Layoff:** Employees laid off as a result of a reduction in force shall be
3 laid off according to seniority within the classification; with the employee with the least time being
4 the first to go. In the event there are two or more employees eligible for layoff with the Department
5 with the same classification and seniority, the Department Director will determine the order of the
6 layoff based on employee performance.

7 **Section 2. Recall:** Employees laid off in accordance with the provisions of this article will
8 be eligible for rehire into positions of the same classification in the inverse order of layoff.

9 **Section 3. Appointment to Exempt Position:** An employee who accepts a transfer or
10 promotion to a position exempt from Career Service within the Department of Adult and Juvenile
11 Detention shall be allowed to re-enter career service at a position in his/her previous classification, or
12 a similarly compensated classification as a result of any forced or willful demotion or reduction in
13 force. Employees appointed to a Career Service exempt position within the Department of Adult and
14 Juvenile Detention will continue to accrue seniority for purposes of this Article 19.

1 **ARTICLE 20: DURATION**

2 This Agreement and each of its provisions, unless otherwise stated shall become effective
3 upon ratification by the Association and the King County Council and shall continue in full force and
4 effect through December 31, 2008.

5 Contract negotiations for 2009 may be initiated by either party by providing to the other party
6 written notice of its desire to begin negotiations, provided that such negotiations may not commence
7 sooner than May 15, 2008.

8
9 **APPROVED** this _____ day of _____, 2006

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11
12
13 By: _____

14 King County Executive

15
16
17
18 SIGNATORY ORGANIZATION:

19
20
21 By: _____

22 Captain Christopher Boone, President
23 Uniformed Command Association